

Minutes of the
Dodge County Highway Committee Meeting
April 21, 2016

CALL TO ORDER: The meeting of the Dodge County Highway Committee was called to order by the Commissioner at 8:30 a.m. on April 21, 2016, in the Dodge County Highway building.

ROLL CALL: The following members were present – Jeff Berres, Jeffrey Caine, Harold Johnson, William Muche, and Ed Nelson. Commissioner Brian Field, Assistant Commissioner Peter Thompson, and County Administrator Jim Mielke were also present.

ELECTION OF CHAIR: Commissioner Field requested nominations for the Highway Committee Chairman. Nelson nominated Berres and Muche nominated Johnson. A voice vote was taken with Johnson prevailing. Field turned the meeting over to Johnson.

ELECTION OF VICE CHAIR: Johnson requested nominations for Highway Committee Vice Chair and nominated Muche. No other candidates were nominated so Johnson closed the nominations. Motion by Nelson and seconded by Caine to cast a unanimous ballot for Muche. Motion carried.

ELECTION OF SECRETARY: Johnson requested nominations for Highway Committee Secretary. Johnson nominated Caine. No other candidates were nominated so Johnson closed the nominations. Motion by Nelson and seconded by Johnson to cast a unanimous ballot for Caine. Motion carried.

APPROVAL OF AGENDA: Motion by Caine and seconded by Muche to approve the agenda as presented and allow the Chairman to go out of order as needed to efficiently conduct the meeting. Motion carried.

REVIEW MINUTES OF APRIL 11, 2016: Minutes of April 11, 2016, were approved as submitted.

PUBLIC COMMENTS: There were no public comments.

STAFF REPORTS AND DEPARTMENT CONCERNS: Field informed the Committee of another resignation. An eight-year Utility II employee resigned to take a position with the Town of Merton.

Thompson reviewed a recently received railroad bridge condition report for the railroad structure in Iron Ridge and his concerns with the limited information on the report.

COMMITTEE REPORTS: There were no Committee reports.

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PROJECT UPDATES: Right-of-way negotiations and possible jurisdictional offers are in progress for right-of-way acquisition on the CTH YY (STH 49 – N. County Line) reconstruction project.

Crews are installing erosion control devices and moving excavating equipment into Neosho. Ground breaking will start the week of April 25.

REVIEW HIGHWAY COMMITTEE OPERATIONAL MEMORANDUM OF UNDERSTANDING: The Memorandum of Understanding was distributed and discussed. This will be reviewed further at a future meeting.

REVIEW CURRENT HIGHWAY DEPARTMENT PURCHASING PROCEDURES: The County-wide purchasing policy, namely County Board Rule #30, was compared to the Memorandum of Understanding. It was confirmed by the County Administrator that in this case, the Memorandum of Understanding prevails over Rule #30 when considering purchases less than \$50,000.

DISCUSS WCHA SUMMER HIGHWAY CONFERENCE: Conference registration and agenda information was distributed and reviewed. The registration deadline is May 5th.

DISCUSS WCHA BOARD OF DIRECTORS MEMBERSHIP: An email soliciting interest in having a Highway Committee member represent the southwest region on the WCHA Board of Directors was presented. No action was taken.

UPDATE ON BITUMINOUS MATERIALS CONTRACT SELECTION: Field reported that the bituminous materials bids were reviewed by Corporation Counsel John Corey, and with Corporation Counsel's opinion he awarded the 2016 bituminous materials contract to Henry G. Meigs, LLC for \$1.7390 per gallon furnished and applied.

DISCUSS POLICY ON NIGHT ARROWS FOR TOWN ROADS ABUTTING COUNTY HIGHWAYS: Thompson presented a request from a town chairman asking the Dodge County Highway Commission to install night arrows at the 'T' intersections of town roads to county highways. No action was taken.

REVIEW SPEED LIMIT ON CTH I IN THE TOWN OF PORTLAND: Thompson reviewed a speed limit concern on CTH I in the Portland area north of STH 19. A resolution to adjust the speed limit will be presented at a future meeting.

DISCUSS DRAINAGE DISTRICT #1 PROJECT: Field gave an update of the situation involving the Dodge County Highway Commission in a surface water conveyance improvement project adjacent to the airport property in Drainage District #1.

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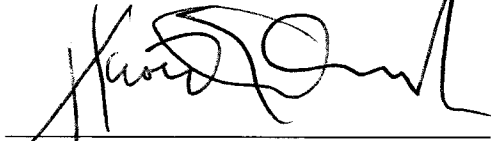
REVIEW VOUCHER PAYMENTS AND MARCH CREDIT CARD PAYMENT

REPORT: Vouchers payment registers and the March credit card payment report were reviewed.

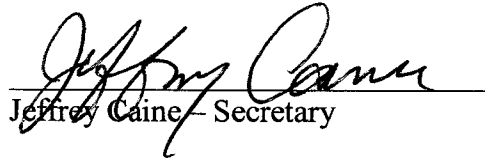
FUTURE AGENDA ITEMS: The following items will be added to an upcoming meeting agenda: Review Memorandum of Understanding, Neosho shop visit, CTH I speed limit resolution, and ATV-UTV ordinance amendment.

NEXT COMMITTEE MEETING: The next Committee meeting will be at 8:30 a.m. on May 5, 2016, at a site to be determined.

ADJOURNMENT: The meeting adjourned at 11:55 a.m.



Harold J. Johnson – Chairman



Jeffrey Caine – Secretary

Disclaimer: The above minutes may be approved, amended, or corrected at the next Committee meeting.